

Code	Scenario
<b>1 – Direct Patient Care (Providing care, treatment and counseling services)</b>	<i>Activity:</i> A nurse makes a Maternal Support Services (MSS) home visit to a postpartum mother and her infant. Takes infant's height/weight, assists mother with a dental referral, and does charting after the visit. <i>Explanation:</i> MSS is a direct service covered by Medicaid. Charting for a patient care visit is also part of direct patient care. This time should all be reported as Code 1.
<b>2 – Non-Medicaid, Other Program and Social Service Activities</b>	<i>Activity:</i> A social worker prepares to teach a parenting class. <i>Explanation:</i> Preparing for and teaching parenting classes (and other education classes on healthy lifestyles or general health maintenance, such as CPR or weight reduction), should be reported as Code 2. Parenting education is not a Medicaid covered service.
<b>25 – General Administration</b>	<i>Activity:</i> A nurse submits her monthly summary for time card. <i>Explanation:</i> Activities related to payroll are general administrative in nature and are reported as Code 25. Activities reported as Code 25, generally, are not client-focused or related to a specific program.
<b>26 – Paid Time Off</b>	<i>Activity:</i> An outreach worker takes a vacation day. <i>Explanation:</i> Paid leave time should be reported as Code 26.
<b>27 – Time Not Scheduled to Work</b>	<i>Activity:</i> A nurse is scheduled to have every other Friday afternoon off. <i>Explanation:</i> A random moment that occurs on Friday afternoons when the nurse is not scheduled to work in the claiming unit is reported as Code 27.
<i>Outreach and Eligibility</i>	
<b>4 – Non-Medicaid Outreach</b>	<i>Activity:</i> A public health employee gives a client a list of food banks in his neighborhood. <i>Explanation:</i> Informing individuals about social services or other non-Medicaid services and how to access them is reported as Code 4.
<b>3 – Medicaid Outreach</b>	<i>Activity:</i> A nurse gives information about applying for Medicaid and First Steps/Medicaid services to a pregnant teen in need of medical care. <i>Explanation:</i> Providing information about Medicaid so that the person can become eligible and about Medicaid covered services for the purpose of bringing an individual into the Medicaid system of care are outreach activities reported as Code 3.
<b>6 – Facilitating Eligibility for Non-Medicaid Programs</b>	<i>Activity:</i> A clerk in a public health office gives information by phone about eligibility requirements for WIC. <i>Explanation:</i> Explaining eligibility rules and the eligibility process for non-Medicaid programs, such as WIC, TANF, SSI, etc., as well as assisting with applications for these programs is reported as Code 6.
<b>5 - Facilitating Medicaid Eligibility Determinations</b>	<i>Activity:</i> A social worker assists a parent to complete a Children's Medicaid application and copy proofs required for the application (such as birth certificates, Social Security Numbers, mother's pay stubs). <i>Explanation:</i> Helping someone to complete an application for Medicaid benefits is reported as Code 5. Explaining eligibility rules and the eligibility process for Medicaid is also Code 5. Do not report billing for Medicaid services under this

	code.
<b>10 – Outreach and Access to Oral Health Care for Medicaid Children</b>	<p><i>Activity:</i> A dental assistant helps a parent schedule dental appointments for her children, who are enrolled in the ABCD dental program.</p> <p><i>Activity:</i> A program manager discusses the best way to distribute outreach material on the ABCD program with the manager of the local public library.</p> <p><i>Explanation:</i> Outreach to link Medicaid children 0-18 years old into oral health care is reported as Code 10. Also, report time spent recruiting providers to accept Medicaid children into dental care to this code.</p>
<i>Referral and Service Coordination</i>	
<b>7 – Referral, Coordination &amp; Monitoring of Non-Medicaid Services</b>	<p><i>Activity:</i> A home visiting nurse refers a client to section 8 housing.</p> <p><i>Explanation:</i> Time spent making a referral to housing or any service that is not covered by Medicaid is reported as Code 7.</p>
<b>8 – Referral, Coordination &amp; Monitoring of Medicaid Services</b> (medical health, dental, mental health, and substance abuse)	<p><i>Activity:</i> A public health nurse refers a client to a Medical Center Hepatitis Clinic for follow up with his Hepatitis C diagnosis.</p> <p><i>Activity:</i> A few days later she checks back with the client to make sure he was able to keep the appointment, and to assist with arrangements for recommended medical care.</p> <p><i>Explanation:</i> The time the nurse spends making a referral to a service covered by Medicaid is reported as Code 8. The time spent following up on the referral is also Code 8.</p>
<b>9 – SPMP Medical Care Coordination</b>	
<b>9A – SPMP Care Management to Assess Need for and Adequacy of Medical Care Services</b>	<p><i>Activity:</i> A licensed clinical social worker meets with a consumer who was recently hospitalized to determine her needs for outpatient psychiatric services and other medical care now that she's living in the community.</p> <p><i>Explanation:</i> Using medical/clinical skills and knowledge to determine an individual's need for mental health (or medical, dental or substance abuse) care and services is reported as Code 9A.</p> <p><i>Activity:</i> A licensed clinical social worker consults with a PHN in the field regarding an individual's physical and mental condition and developed a plan to refer individual to urgent care.</p> <p><i>Explanation:</i> Care management in Code 9A may also include consulting with other medical providers about an individual's need for and adequacy of medical care services.</p>
<b>9B – SPMP Anticipatory Guidance to Facilitate Medical Care and Treatment for Complex Health Need</b>	<p><i>Activity:</i> A public health nurse makes a home visit to provide information to the foster parents of a four-month old infant born addicted to drugs on the signs of drug addiction, rationale for and importance of following Phenobarbital regime, cues, suggestions for calming baby and emergency numbers if unable to calm him.</p> <p><i>Explanation:</i> Using medical knowledge and skills in providing anticipatory guidance to facilitate medical care and treatment for complex health needs is reported as Code 9B.</p>
<i>Training</i>	
<b>11 – Training to Improve</b>	<p><i>Activity:</i> An epidemiologist attends training on investigation procedures for insect-borne illnesses.</p>

<b>Skills in Non-Medicaid Services</b>	<i>Explanation:</i> Training related to improving skills in delivering services that are not covered by Medicaid is reported as Code 11.
<b>9D – SPMP Training to Improve the Skill Level of SPMP Staff in Performing Allowable SPMP Activities</b>	<p><i>Activity:</i> A nurse practitioner attends training on quality management processes related to doing site reviews to ensure medical quality of services provided in STD and family planning clinics.</p> <p><i>Explanation:</i> Training received by SPMP to assist them in carrying out SPMP functions (such as care management or utilization review functions) is reported as Code 9D. Training provided by SPMP to staff members and providers is not included in this code. Non-SPMP report training related to MAM activities under the code to which the training relates. Providing or attending training related to professional development or general in-services or training is reported as Code 25, General Administration.</p>
<b>Transportation and Translation</b>	
<b>13 – Arranging Transportation for Non-Medicaid Services</b>	<p><i>Activity:</i> A case aide arranges transportation for a mother and her infant to get to a WIC appointment.</p> <p><i>Explanation:</i> Arranging, scheduling or providing transportation so that an individual can access WIC or other services not covered by Medicaid is reported as Code 13.</p>
<b>12 – Arranging Transportation for Medicaid Services</b>	<p><i>Activity:</i> A case aide helps an individual arrange transportation through the DSHS Medicaid transportation brokerage system so that she can get her children to their Healthy Kids exams.</p> <p><i>Explanation:</i> Time spent educating clients on the Medicaid transportation brokerage system and assisting individuals to arrange transportation to Medicaid services using the transportation brokerage system are reported as Code 12. Assisting a client to access a Medicaid service through an informal transportation resource (such as arranging for a neighbor to transport) is reported to Code 8.</p>
<b>17 – Interpretation for Non-Medicaid Services</b>	<p><i>Activity:</i> A bilingual clerk interprets for a public health nurse who is gathering information from a non-English speaking client in order to refer her to a domestic violence shelter.</p> <p><i>Explanation:</i> Interpretation services that assist an individual to access non-Medicaid services are reported to Code 17. Time spent arranging interpretation so that an individual can access a non-Medicaid service is also reported to this code.</p>
<b>14 – Interpretation for Medicaid-Covered Medical Services</b>	<p><i>Activity:</i> A DSHS certified interpreter provides interpreter services during a public health nursing home visit to a MSS client.</p> <p><i>Explanation:</i> Agencies that have a contract with the DSHS Interpreter Service Program and have staff or contractors who are certified and/or qualified by DSHS or a LHJ to furnish interpreter services report interpretation provided as part of a Medicaid-covered medical service to Code 14. Interpretation services furnished during a patient care visit by a direct care provider or by staff of agencies that do not have a contract with the DSHS Interpreter Services program should be reported to Code 1.</p>
<b>15 – Interpretation for Medicaid-Related Outreach Activities</b>	<p><i>Activity:</i> A DSHS certified interpreter translates a brochure on immunizations to be used in an outreach campaign focused on Medicaid families in specific zip codes of the county.</p> <p><i>Explanation:</i> Staff or contractors of an agency that has a contract with the DSHS Interpreter Services program that are certified and/or qualified by DSHS or a LHJ to provide interpretation services report time interpreting</p>

	information about the Medicaid program, to eligible or potentially eligible individuals, including written translation of outreach material, to Code 15.
<b>16 – Interpretation for Medicaid-Related Linkage Activities</b>	<p><i>Activity:</i> A DSHS certified interpreter helps a Spanish-speaking mother schedule an evaluation for her hearing-impaired child with an audiologist.</p> <p><i>Explanation:</i> Staff or contractors of an agency that has a contract with the DSHS Interpreter Services program that are certified and/or qualified by DSHS or a LHJ to provide interpretation services report time interpreting that assists an individual to access Medicaid-covered services to Code 16.</p>
<i>Vaccine Quality Improvement</i>	
<b>18 – Vaccine Quality Improvement/Child Profile Activities</b>	<p><i>Activity:</i> A program assistant enters VFC immunization data into computer for monthly vaccine report.</p> <p><i>Explanation:</i> Activities to administer or support the vaccine quality improvement program, including data entry related to Child Profile and the State immunization registry and oversight of the doses of state-supplied vaccine, are reported as Code 18. SPMP use this code when performing activities related to the vaccine quality improvement program, which do not require their professional medical knowledge and skills. Administering vaccines is reported as Code 1.</p>
<b>9F – SPMP Vaccine Quality Improvement</b>	<p><i>Activity:</i> Using her medical knowledge and skills, a vaccine nurse consultant prepares recommendations to public health clinics for prioritizing flu vaccine doses for specific high-risk groups, based on their medical diagnoses.</p> <p><i>Explanation:</i> Activities involved in providing clinical oversight of the monitoring, handling, distribution and control of vaccines that require medical knowledge and skills are reported as Code 9F. This code also includes coordinating the medical aspects of vaccine programs, site reviews to ensure the medical quality of vaccine administration, and exchanging and providing medical information with medical providers to ensure the overall quality of vaccine programs.</p>
<i>Systems Level Activities</i>	
<b>20 – Community Resource Development, Systems Planning &amp; Interagency Coordination of Non-Medicaid Services</b>	<p><i>Activity:</i> A social worker participates in a planning meeting to develop an after-school program for middle school youth. There are several community agencies involved.</p> <p><i>Explanation:</i> As no specific Medicaid services are being planned, this interagency planning/community resource development activity is reported as Code 20.</p>
<b>19 – Community Resource Development, Systems Planning &amp; Interagency Coordination of Medicaid Services</b>	<p><i>Activity:</i> A nurse participates in a Covering Kids and Family Coalition meeting, which is developing statewide initiative to increase Medicaid outreach programs and funding options.</p> <p><i>Explanation:</i> Activity related to developing or planning services, programs and resources that relate to Medicaid covered medical/dental/mental health/chemical dependency services, as well as interagency activities to improve the availability, quality and cost-effectiveness of the Medicaid health care delivery system are reported as Code 19. Collecting and analyzing Medicaid data to identify needs or improve service coordination and delivery is also reported to this code.</p>
<b>9C – SPMP Interagency</b>	<i>Activity:</i> A registered dietician facilitates a community meeting of pediatric dietitians who provide enteral

<b>Coordination to Plan, Improve, or Monitor the Delivery of Medical Services</b>	<p>nutrition services and/or make referrals for enteral nutrition services in the community to discuss the nutritional needs of children with special health care needs and their access to enteral nutrition services.</p> <p><i>Explanation:</i> An SPMP using clinical knowledge and skills to facilitate interagency coordination to plan, improve or monitor delivery of a Medicaid service would report these activities as Code 9C. This code also includes meeting with medical providers to improve the medical aspects of Medicaid services.</p>
<b>9E – SPMP Internal Quality Management</b>	<p><i>Activity:</i> A nurse reviews quality assurance and performance standards for MSS for the purpose of developing a CQI program monitoring tool.</p> <p><i>Activity:</i> A nurse does an audit of family practice charts.</p> <p><i>Explanation:</i> Using medical knowledge and skills to develop standards and protocols is reported as Code 9E. Other quality management activities, such as utilization reviews and ongoing evaluations, related to Medicaid covered services are also reported to this code.</p>
<b>22—Non-Medical Provider Relations</b>	<p><i>Activity:</i> A nurse contacts community agencies to gather information on available parenting education programs, in order to develop referral sources for their clients.</p> <p><i>Explanation:</i> Staff report time developing resource directories and referral sources for non-medical services as Code 22.</p>
<b>21 – Medicaid Provider Relations</b>	<p><i>Activity:</i> A nurse compiles a list of OB-GYNs in the community that take medical coupons (take Medicaid patients) to give to prenatal clients.</p> <p><i>Explanation:</i> Developing medical service/provider directories for Medicaid services is reported as Code 21. Recruiting medical/dental/mental health providers to service Medicaid eligible individuals and providing technical assistance and support to them is also reported to this code.</p>
<i>Medicaid Administrative Claiming Implementation</i>	
<b>23 – Medicaid Administrative Claiming Coordination and Claims Administration</b>	<p><i>Activity:</i> A fiscal coordinator prepares the local health jurisdiction's MAC invoice.</p> <p><i>Activity:</i> A RMTS coordinator reviews quarterly time survey reports in order to plan time survey training for claiming unit staff.</p> <p><i>Explanation:</i> Only LHJ staff with designated responsibility for managing components of the AdMatch program (such as overall program administration, administration of the RMTS, or preparing the invoice) report their activity as Code 23.</p>
<b>24 – Medicaid Administrative Match Implementation Training</b>	<p><i>Activity:</i> A nurse attends a training session on the MAC random moment time survey.</p> <p><i>Explanation:</i> Staff participation in MAC training is reported as Coded 24. Giving or attending training that improves skills of SPMP and non SPMP staff to perform outreach and linkage to the Medicaid program and Medicaid covered services is also reported as Code 24.</p>